

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

CODER I, II, III & IV

Education:

High school diploma or equivalent. Received ICD-10 training, coursework, or classes, within the last 2 years

Experience Requirement:

Except for the substitutions provided for elsewhere in these specifications, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

Class Title	Specialized Experience	Coding Experience	Supervisory Experience	Certification	Total Experience
Coder I	1	1		CCA or CPC-A or COC-A	2
Coder II	1	2		** CCS-P or CPC or COC	3
Coder III	2	2		** CCS or CIC	4
Coder IV	2	2	*	** CCS or CIC	4

Specialized Experience: Experience in a health information management department of a hospital or allied medical care facility which involved the performance of paraprofessional health information management work requiring the knowledge of the nature and uses of medical records, medical terminology and established health information management classification, coding, filing and indexing systems; and the ability to analyze and file medical records and prepare reports and summaries from medical records.

Coding Experience: Experience in a health information management department of a hospital or allied medical care facility which involved the performance of assigning codes from the listing of current ICD-CM/PCS, CPT-4 and HCPCS for all diagnoses and procedures and other services.

*Supervisory Aptitude: Applicants for Coder IV positions must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of

regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Certification:

Coder I: Valid CCA from AHIMA or CPC-A or COC-A from AAPC.

Coder II: Valid CCS – P from AHIMA or CPC or COC from AAPC.

Coder III/IV: Valid CCS from AHIMA or COC from AAPC

AHIMA (American Health Information Management Association):

CCA (Certified Coding Associate)

CCS – P (Certified Coding Specialist – Physician-based)

CCS (Certified Coding Specialist – hospital) [inpatient coding]

AAPC (American Academy of Professional Coders):

CPC-A (Certified Professional Coder-Apprentice)

COC-A (Certified Outpatient Coder-Apprentice)

CIC (Certified Inpatient Coder) [inpatient coding]

CPC (Certified Professional Coder for physician coding)

COC (Certified Outpatient Coder) [outpatient coding]

****Certification for Coder II, III, or IV level may be substituted for the Coder I level.**

Substitutions Allowed:

1. Excess Coding Experience may be substituted for Specialized Experience.
2. Successful completion of an associate degree in a health information technology program (HIT) accredited by the Commission on Accreditation of Allied Health Education Programs may be substituted for up to one (1) year of Specialized Experience.
3. Successful completion of an associate degree in a health information technology program (HIT) in a foreign country whose professional association has an agreement of reciprocity with the American Health

Information Management Association (AHIMA) may be substituted for up to one (1) year of Specialized Experience.

4. Successful completion of the correspondence course or the AHIMA Independent Study Programs in health information technology (HIT) and an associate's degree from an accredited college may be substituted for up to 1 (one) year of Specialized Experience.
5. Possession of a current Registered Health Information Technicians (RHIT) certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association may be substituted for up to two (2) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position. Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specifications for the classes, CODER I - IV, to change certifications for AAPC (American Academy of Professional Coders) effective December 29, 2015.

This is an amendment to the minimum specifications for the classes, CODER I - IV, due to the delay of the implementation of ICD-10 to October 2014, effective February 6, 2014.

This is an amendment to the minimum specifications for the classes, CODER I - IV, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum specifications for the classes, CODER I - IV, to change the coding language to ICD-10, effective February 10, 2012.

This is an amendment to the minimum specifications for the classes CODER II, III, & IV, to revise the certification requirement, effective July 14, 2011.

This is the first minimum qualification specifications for the classes, Coder I, II, III & IV.

DATE APPROVED: December 29, 2015

CLIFFORD B. CAESAR
Director of Human Resources